

August 14, 2020

PERFORMANCE WORK STATEMENT

U.S. EPA

E-RECOVERY

Implementation Activities and Operations and Maintenance (O&M) Transition

1 GENERAL INFORMATION

1.1 Objective

The Environmental Protection Agency (EPA) Office of the Chief Financial Officer (OCFO) is currently developing an application to replace the Superfund Cost Recovery Package Imaging and On-Line System (SCORPIOS) system. The modernized application is going to be called e-Recovery. The EPA is seeking a contractor to support production implementation activities **to include**: implementing PIV card authentication; integrating with EPA's GoAnywhere solution for Identity Management; verifying data migration; correcting defects found during Sprints and User Acceptance Testing (UAT); supporting hands-on training; and providing Operations and Maintenance (O&M) transition documentation and support.

BACKGROUND

The Environmental Protection Agency has the authority to recover the cost of cleaning up hazardous waste from potentially responsible parties (PRPs). EPA has recovered billions of dollars in recoveries and oversight billings as a result of the Legacy SCORPIOS application. Recovery of such costs requires the preparation of documentation to support the items incurred and paid. This documentation is referred to as a Cost Recovery Package (CRP). e-Recovery will be used to produce the CRP.

This system organizes cost information and produces reports detailing costs for the cleanup of hazardous waste site or oil spill. The CRPs produced by E-Recovery will be used as evidence in court proceedings and must meet evidentiary standards set by the Courts, the Department of Justice, and the Office of General Counsel (OGC) as well other requirements from the Office of Inspector General (OIG).

There is an urgent need to implement e-Recovery to replace the Legacy SCORPIOS as its functionality has been pushed as far as possible using the existing technology. Modifications to the current SCORPIOS system requires a build and a release of new object files that are cumbersome to maintain and deploy across 14 separate servers across all regions and Finance Centers. The application is platform dependent and must be modified when upgrading to any new Operating System. SCORPIOS was developed in PowerBuilder which is not fully supported within Windows 10, the current EPA Standard Operating System.

2 SCOPE

The contractor will be responsible for supporting activities required to successfully deploy the developed e-Recovery application from the development stage through implementation.

The contractor shall complete the following mandatory task: re-establish e-Recovery in EPA infrastructure **to satisfy documented requirements**. Optional tasks include: implementing PIV card authentication; verifying data migration; correcting defects found during User Acceptance Testing (UAT); supporting hands-on training; and providing O&M transition after the system goes into production.

2.1 Technical Infrastructure

The Contractor should be proficient in the following technologies:

- Oracle Suite of Products to include Oracle Database 12C, Oracle Grid, PL/SQL, weblogic, Transparent Data Encryption (TDE);
- Familiar with Portal and web server technologies;
- Familiar with Content Management technologies;
- Red Hat LINUX;
- SOA technologies;
- JAVA Development;
- Lead Tools V20;
- GoAnywhere; and
- Business Intelligence and Business Object.

The Contractor may utilize the tools above as delineated in the description of services to produce a viable and sustainable application that meets with the government's requirements.

3 DESCRIPTION OF SERVICES

The Contractor will be responsible for delivering sound, quality deliverables to successfully migrate the e-Recovery system from development through the implementation phase. The contractor shall assume total responsibility for all requirements stated henceforth on the first official day the contract is awarded.

3.1 General Requirements

This section defines general requirements to be provided by the Contractor.

- a) The Contractor shall ensure that software development work and deliverables will utilize secure coding techniques and meet all requirements for certification and accreditation as required by the National Institute of Standards and Technology (NIST) (see Appendix for specific NIST requirements), Office of Management and Budget (OMB) A-130 Appendix III, and EPA CIO 2150.3.

- b) The Contractor shall use industry best practices to compile, maintain current, and make accessible to EPA staff a repository of all system and user manuals, diagrams, Contractor-developed software programs, and any user request tracking system documentation to properly maintain and support all applications.
- c) The Contractor shall ensure that all systems documentation is quality assured using the industry standards and different versions are maintained. This documentation includes, but is not limited to, requirement documents, design documents, test plans, security and contingency plans, risk assessments, user and system administrator guides and manuals, and release notes, and shall be in conformance with EPA's Systems Life Cycle Management (SLCM) policies.
- d) The Contractor shall follow OCFO's Office of Technology Solutions (OTS) Configuration Management Standard Operating Procedures and obtain necessary approvals before deploying all software and hardware changes to test and production environments.
- e) The Contractor shall implement, maintain, and adhere to its Quality Assurance Plan (QAP) to ensure the product integrity of all deliverables meets or exceed the requirements established in this PWS. The Contractor shall perform on-going inspections of the work being performed to ensure that results conform to the requirements. The metrics and control limits to cost variances, schedule variances, and defects will be defined in the Contractor's QAP. The Contractor's QAP shall:
 - Define scope and approach for project quality assurance on requested tasks;
 - Define the QA organization, resources, roles, and responsibilities; and
 - Define procedure reviews, process audits, work product and deliverable review, and QA reporting.
- f) The Contractor shall be responsible for providing all test and inspection resources required to review the quality of all deliverables. The Contractor shall conduct or coordinate User Acceptance Testing (UAT) sessions. The Contractor shall document test performance, results and resolutions. Test plans shall include, but are not limited to, the following:
 - Describing the overall strategy and approach to testing through the project life cycle;
 - Identifying test cycles and system baselines;
 - Defining roles and responsibilities of Contractor and Government participants in each test cycle;
 - Describing test environment for each test cycle; and
 - Developing test scripts.

4 TASKS

All tasks except Task 8 (O&M Transition) shall be Firm Fixed Price.

4.1 Task 1: Project Management – MANDATORY (Firm Fixed Price)

The Contractor shall provide program and project management for all projects and tasks performed.

The Contractor shall provide the following monthly progress reports to the Contracting Officers Representative /Alternate Contracting Officers Representative and Contracting Officer/Contract Specialist within seven (7) calendar days after the close of the Contractor's billing cycle. Each report shall be submitted electronically as separate files.

- Executive Summary Status Report (ESSR) - Summarizing planned and actual work for the month, work planned for the next month, and significant issues, risks, or concerns. The ESSR should not exceed two (2) pages.
- Detailed Monthly Status Report (DMSR) - Shall consist of planned and actual work for the month, work planned for the next month, and significant issues, risks, or concerns, with the following elements. There is no page limitation for the DMSR.
 - Accomplishments during the reporting period and/or significant events, as well as an assessment of work being completed on schedule and budget.
 - Status of all ongoing activities in accordance with the Work Plan.
 - List of deliverables with delivery dates (planned versus actual).
 - Monthly Contractor performance information (based on the QAP).
 - Identification of problems (or issues that may impact work performance) encountered and recommended solutions.
 - Status of funds (funded amount, cumulative expended through current month, current month amount, remaining balance, cumulative invoiced amount).
 - Projected costs for the upcoming reporting period.
 - Identification of cost issues or concerns.
 - List of all the personnel working on this contract.
 - Risk and issue analysis.
 - Earned Value Management (EVM) report in accordance with the Agency's Earned Value Management Procedures (separate attachment).

The Contractor shall submit an interim progress report by the seventeenth (17th) calendar day of each month which shall describe the Contractor's activities for each of the task areas as of the fifteenth (15th) calendar day of the month. If the due date occurs on a weekend or Federal Holiday, the report is due the following business day (refer to the clause EPA-H-42-103 Temporary Closure of EPA Facilities).

The Contractor shall provide functional and technical support and oversight to the Contractor team members. The Contractor shall work closely with the Contracting Officer's Representative (COR)/Alternate Contracting Officer's Representative

(ACOR) in developing and implementing solutions for the application systems and task areas on this contract.

Acceptance Criteria. The following acceptance criteria must be met for this task to be considered complete:

- 1)** Government receives ESSR and DMSR according to the schedule above and shall provide written acceptance for each deliverable noted below.

Deliverables:

- Project documentation – Weekly Sprint Report
- Project Management Plan – Date of Award + 10 workdays
- Weekly Sprint Reports – Each Friday after Award

Note: The Government supports the contractor proposing a Project Manager that will oversee/manage the technical work and also serve the project in a technical capacity. We expect that the hours for this individual be clearly identified between PM hours for Task 1 and technical hours on the remaining tasks.

4.2 Task 2: Re-establish e-Recovery in EPA Infrastructure – MANDATORY (Firm Fixed price)

At the time of the Task Order lapse on October 17, 2019, the contractor was nearing completion of the final development sprint. The contractor **shall** re-establish the e-Recovery application (including application code and converted legacy data) in the EPA development environment that has since been relocated to EPA's National Computer Center (NCC) in RTP, NC. Once verified by the Government, the contractor shall work with the OTS Applications Management Division (AMD) staff to replicate the application in both the test and pre-production e-Recovery environments.

Acceptance Criteria. The following acceptance criteria must be met for this task to be considered complete:

- 1)** Government receives and provides written acceptance for each deliverable noted below.
- 2)** Government Subject Matter Experts (SMEs) will verify and confirm that the e-Recovery application has been re-established as of the lapse in coverage and shall notify the contractor in writing.
- 3)** Government e-Recovery Project Team technical staff and contractor shall perform system walkthrough to ensure that: a) all baseline code has been copied into the OCFO/OTS code repository; b) all Legacy SCORPIOS data has been migrated into the e-Recovery development and test database instances; and c) the development and test environments and all associated set-up and configuration is complete.

Deliverables:

Upon final delivery of the items listed below, the Government shall notify the contractor in writing of acceptance of all the deliverables.

- e-Recovery System Configuration Guide (Installation, setup and configuration) – Date of Award + 30 Workdays
- Interface and data flow diagrams – Date of Award + 50 Workdays
- Security Features User's and Admin Guide – Date of Award + 60 Workdays
- Database setup and configuration – Date of Award + 80 Workdays
- User account setup and procedures – Date of Award + 80 Workdays
- Deployment procedure – Date of Award + 100 Workdays
- Provide updates to Design Documents and Architecture Diagrams if applicable – Date of Award + 100 Workdays
- **Baseline Software Delivered into OCFO/OTS Code Repository – Date of Award + 130 Workdays**

*NOTE: PM task is needed for the entire duration of the contract. The Contractor shall perform Task 2 as a Mandatory task and submit noted deliverables. Upon acceptance from the Government and additional funding, Task 3, 4, and 5 will be performed. Estimated duration to complete Task 2 is **6 months**.*

4.3 Task 3: PIV Card Implementation – OPTIONAL

The contractor shall implement the US Government's Personal Identity Verification (PIV) digital certificate for authentication into the e-Recovery system. EPA employees are issued an EPASS badge and PIN that serves as a multi-factor smart card authentication token that contains the PIV digital certificate. Access to e-Recovery will require each user to enter their EPASS badge into their EPA issued computer, and login to the e-Recovery system. EPA's Office of Environmental Information (OEI) provide guidance on how to integrate the EPASS badge for system authentication.

Acceptance Criteria. The following acceptance criteria must be met for this task to be considered complete:

- 1) Government receives demonstration of the PIV card implementation and verifies successful integration with the e-Recovery application.
- 2) Government receives written confirmation that code has been deployed to PVCS.

Deliverables:

- PIV/EPASS Badge Implementation Guide – Date of Task Initiation + 30 Workdays
- Code deployed into PVCS – Date of Task Initiation + 50 Workdays
- Sprint RTM – Date of Task Initiation + 50 Workdays

4.4 Task 4: Identity Management via GoAnywhere Integration – OPTIONAL

One of the key features of the E-Recovery application is to build a Cost Recovery Package (CRP). A CRP includes all expenses charged to a site, along with the associated source documents for those expenses. These CRP packages can sometimes include hundreds of pages of documents. A version of the CRP (called a SPIDER package) can be created and viewed on-line as an HTML application or copied onto a DVD and mailed to an outside party (E.g. DOJ attorney, Coast Guard, etc.) Rather than mailing a DVD, an E-Recovery requirement is to store the SPIDER package and make it available to the known party to download. EPA requires the contractor to use EPA's Identity Management solution via GoAnywhere to ensure that only the correct people get access to the SPIDER package data.

Acceptance Criteria. The following acceptance criteria must be met for this task to be considered complete:

- 1) Government receives demonstration of the GoAnywhere implementation and verifies successful integration with e-Recovery SPIDER packages.
- 2) Government receives written confirmation that code has been deployed to PVCS.

Deliverables:

- GoAnywhere Implementation Guide – Date of Task Initiation + 30 Workdays
- Code deployed into PCVS – Date of Task Initiation + 50 Workdays
- Sprint RTM – Date of Task Initiation + 50 Workdays

4.5 Task 5: Verifying Data Migration – OPTIONAL

The Legacy SCORPIOS application contains years of EPA financial data, and associated source document images. As part of the e-Recovery implementation, these data and images must be converted to work with the new application. The contractor will develop a Data Migration Plan and document the results. If there are any areas where migration is unsuccessful, the contractor shall document a mitigation approach.

Acceptance Criteria. The following acceptance criteria must be met for this task to be considered complete:

- 1) Government receives written confirmation that data conversion from the legacy SCORPIOS application has been completed within the e-Recovery application.
- 2) Government receives deliverables listed below and provides written acceptance for each deliverable noted below.

Deliverables:

- Data Conversion Strategy – Date of Task Initiation + 50 Workdays
- Data Migration Plan – Date of Task Initiation + 60 Workdays
- Data Migration Results and Mitigation Strategy – Date of Task Initiation + 60 Workdays

*NOTE: The Contractor shall perform Tasks 3, 4 & 5 and submit noted deliverables. Upon acceptance from the Government and additional funding, Task 6, and 7 will be performed. Estimated duration to complete Tasks 3, 4 & 5 is **three months**.*

4.6 Task 6: Correcting Defects Identified During User Acceptance Testing (UAT) – OPTIONAL

The contractor shall play a critical role in testing the e-Recovery application before it is implemented. Testing must follow EPA's System Life Cycle Management Procedures (SLCM). In addition to conducting full System Testing, the contractor will support the users selected by EPA to conduct User Acceptance Testing (UAT). Once UAT is completed, the contractor will review any defects identified during UAT. These defects will be discussed with the e-Recovery Project Manager (PM) to determine which of those defects are critical enough to require correction before implementation and will be documented in a UAT Corrective Action Plan. Those identified will be corrected by the contractor and re-tested by the UAT team prior to implementation. The contractor will provide input for test plans and test scripts, as requested by the government.

Acceptance Criteria. The following acceptance criteria must be met for this task to be considered complete:

- 1) Government provides UAT feedback and contractor successfully resolves at least 90% of critical defects identified during UAT.
- 2) Government receives deliverables according to the schedule below and shall provide written acceptance for each deliverable.

Deliverables:

- Provide UAT Training to Testers – Date to be Assigned By EPA
- UAT Corrective Action Plan – Date UAT is Completed by EPA + 5 Workdays
- Final UAT Test Result – Date UAT is Completed by EPA + 10 Workdays
- Updated RTM - Date UAT is Completed by EPA + 10 Workdays

4.7 Task 7: Supporting Hands-on Training – OPTIONAL

The purpose and scope of this training requirement is to support the SCORPIOS implementation. The contractor shall begin by developing a comprehensive training

plan that will provide training to all end users of e-Recovery. EPA is open to all training suggestions. The training plan shall include on-site classroom training; web-based training and/or Webinars and desk-side reference materials. The training plan should also include (but is not limited to) the number of training courses, the number of trainees per course, the location of each course and the duration of each course. All training materials shall be provided by contractor. There will be approximately 40 staff that will be require training at three or four EPA regional or laboratory locations (e.g. Cincinnati, OH, Research Triangle Park, NC, Chicago). The contractor will be responsible for the delivery of the training as requested by the EPA COR. In addition, the training plan shall cover the development of a Quick Reference Guide and a user manual for e-Recovery system users along with FAQs to support the Help Desk in responding to questions from users. A deliverable schedule shall be set that includes the delivery of an Outline, Draft and Final Version of the Training Plan, and the delivery of training materials. The Final Version of the Training Plan shall be due 30 calendar days after exercising this optional task.

Acceptance Criteria. The following acceptance criteria must be met for this task to be considered complete:

- 1) Government receives deliverables according to the schedule below and shall provide written acceptance for each final deliverable.
- 2) The Government will solicit a trainee satisfaction survey upon completion of training; completed survey rates should exceed 80% satisfaction.

Deliverables:

- Outline of Training Plan – Date of Task Initiation + 10 Workdays
- Draft Training Plan – Date of Task Initiation + 20 Workdays
- Final Training Plan – Date of Task Initiation + 30 Workdays
- Draft Training Materials – Date of Task Initiation + 20 Workdays
- Final Training Materials – Date of Task Initiation + 30 Workdays
- Draft Quick Reference Guide – Date of Task Initiation + 20 Workdays
- Final Quick Reference Guide – Date of Task Initiation + 30 Workdays
- Draft FAQs for Help Desk – Date of Task Initiation + 20 Workdays
- Final FAQs for Help Desk – Date of Task Initiation + 30 Workdays
- Execution/Delivery of Training at all locations – Date to Be Assigned By EPA
- Help Desk Training – Date to be Assigned By EPA
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EPA will provide any necessary training space and equipment. All training should be completed within four weeks after implementation. In cooperation with the EPA Training staff the contractor shall provide an evaluation survey, with no more than 6 questions, to all trainees that will evaluate each trainee's satisfaction with the training at the end of each training course. The overall trainee's satisfaction rate should be no less than 80%. If overall trainee satisfaction is below 80% for any

course, the contractor shall provide a mitigation plan (i.e. further training and/ or materials at no cost to EPA).

*NOTE: Estimated time to complete Task 6 and 7 is **three months**.*

4.8 Task 8: Transition to Operations and Maintenance (O&M) – OPTIONAL (Time & Materials)

The contractor shall develop a Transition Plan from implementation to O&M. This plan will include how the contractor will provide user support ranging from answering questions on system functionality, resolving software bugs, and incorporating needed change requests, etc. This support will be done within the established OCFO/OTS Hotline Support and Change Management processes. The intended goal of this transition will be to hand over the system from the development contractor to the existing OTS O&M contractor without system disruption.

Acceptance Criteria. The following acceptance criteria must be met for this task to be considered complete:

- 1) Government receives deliverables according to the schedule below and shall provide written acceptance for each final deliverable.

Deliverables:

- eRecovery Implementation Plan – Date of Task Initiation + 20 Workdays
- Transition Plan – Date of Task Initiation + 20 Workdays
- e-Recovery User Manual – Date of Task Initiation + 20 Workdays
- Cutover checklist – Date of Task Initiation + 20 Workdays
- Standard Operating Procedures – Date of Task Initiation + 30 Workdays
- Updated FAQs – Date of Task Initiation + 40 Workdays

*NOTE: This is a Time & Materials Task. It is estimated that this task can be completed within **three months**.*

4.9 Task 9: Complete remaining sprint development activities – OPTIONAL

The contractor shall complete outstanding and final sprints to satisfy documented e-Recovery requirements. Upon completion of the final sprint, the contractor shall deliver a final Requirements Traceability Matrix and demonstrate all completed functionality.

Acceptance Criteria. The following acceptance criteria must be met for this task to be considered complete:

- 1) Government SME's will perform testing against the final sprint delivery and shall notify the contractor in writing.
- 2) Government receives deliverables according to the schedule below and shall provide written acceptance for each deliverable.

Deliverables:

- Requirements Traceability Matrix – Date of Exercising Option Period 1 + 120 Days
- Final Sprint Release Notes and Test Scripts - Date of Exercising Option Period 1 + 120 Days

5 ESTIMATED PERIOD OF PERFORMANCE

Mandatory Tasks 1 and 2: 6 months

Optional Tasks 3, 4, and 5 and 9: 9 Months

Optional Tasks 6 and 7: 3 Months

Optional T&M Task 8: 3 Months

6 PLACE OF PERFORMANCE

6.1 General

The place of performance is the EPA headquarters located in Washington, DC.

7 APPENDIX

The following is a list of documentation to be used as reference.

NIST 800-37: <https://csrc.nist.gov/publications/detail/sp/800-37/rev-1/final>

NIST 800-18: <https://csrc.nist.gov/publications/detail/sp/800-18/rev-1/final>

NIST 800 – 53: <https://nvd.nist.gov/800-53>

NIST 800-53a Rev 4: <https://csrc.nist.gov/publications/detail/sp/800-53a/rev-4/final>

PWS Addendum Cybersecurity Tasks Checklist

Indicated below are the applicable cybersecurity tasks to include in IT requirements, per EPA Acquisition Guide (EPAAG) 39.1.2.

TASK	TITLE	APPLICABLE
A	Personally Identifiable Information Contract Closeout	X
B	Contractor Return of all EPA-Provided and EPA-Activity-Related Information	X
C	Verified Secure Destruction of All EPA-Provided and EPA-Activity-Related Information	X
D	Contractor Return of all EPA-Owned and Leased Computing and Information Storage Equipment	X
E	Authority to Operate (ATO) Suspension or Revocation	X
F	Security Monitoring and Alerting Requirements	X
G	IT Security and Privacy Awareness Training	X
H	Specialized Information Security Training for Staff with Significant Security Responsibilities	X
I	Federal Reporting Requirements	X
J	Protecting Sensitive Information	X
K	Security Assessment and Authorization (SA&A)	X
L	Contractor System Oversight/Compliance	X
M	Contractor Access to EPA IT Systems	X
N	Individual Notification for Personally Identifiable Information	X
O	Credit Monitoring and Identity Protection	X
P	Compliance with IT Security Policies	X
Q	Secure Technical Implementation	X
R	Internet Protocol Version 6 (IPv6)	X
S	Cloud Service Computing	X
T	Contract Performance Information and Testimony	X
U	Rehabilitation Act Section 508 Standards	X
V	Termination for Default - Failure to Report Information Security Incident	X

TASK KEY:

Requirement Type	Required Tasks
IT Hardware	A,B,C,F,G,H,I,J,K,M,P,Q,R,T,U,V
IT Software	A,F,H,I,J,K,L,M,P,Q,R,T,U,V
Green IT	A,B,C,E,F,H,I,J,K,M,P,Q,R,U,V
IT Services	A,B,C,D,E,G,H,I,J,L,M,O,P,Q,T,U,V
Data Center Services	A,B,C,E,F,G,H,I,J,K,L,M,N,O,P,Q,R,T,U,V
Cloud Computing	A,B,C,E,F,G,H,I,J,K,L,M,N,O,P,Q,R,S,T,U,V
Cyber Security Product and Services	A,B,E,F,G,H,I,J,K,L,M,O,P,Q,R,T,V

PWS Addendum Cybersecurity Tasks Checklist

The full text of the tasks are described, as follows:

Task A - Personally Identifiable Information Contract Closeout

(a) *Definition.* Personally Identifiable Information (PII) - as defined in OMB Memorandum M-07-16, *Safeguarding Against and Responding to the Breach of Personally Identifiable Information*, PII refers to sensitive information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual.

(b) *Certification of Sanitization of EPA-provided and EPA-Activity-Related Files and Information (including but not limited to all records, files, and metadata in electronic or hardcopy format).* As part of contract closeout, the Contractor shall submit a *Certification of Sanitization of EPA-provided and EPA-Activity-Related Files and Information* to the Contracting Officer and the Contracting Officer's Representative (COR) following the template provided in Appendix G of National Institute of Standards and Technology (NIST) Special Publication 800-88, *Guidelines for Media Sanitization Revision 1*, which assesses risk associated with Personally Identifiable Information (PII) that was generated, maintained, transmitted, stored or processed by the Contractor. The Senior Agency Official for Privacy (SAOP) shall review the Certification and coordinate with the Contracting Officer and the COR.

(c) The Contractor agrees to insert in each subcontract or consultant agreement placed hereunder, provisions which shall conform substantially to the language of this requirement, including this paragraph, unless otherwise authorized by the Contracting Officer.

Task B - Contractor Return of all EPA-Provided and EPA-Activity-Related Information

(a) Within thirty (30) days (or a different time period approved by EPA) of an EPA request, or after the end of the contract performance period, the Contractor must return all originals of all EPA-provided and EPA-Activity-Related Information (including but not limited to all records, files, and metadata in electronic or hardcopy format). The Contractor must return originals obtained while conducting activities in accordance with the contract with EPA; or distributed for any purpose by the Contractor to any other related organization and/or any other component or separate business entity; or received from the Contractor by any other related organization and/or any other component or separate business entity. Contractors must return all originals so that they cannot be used for further business by Contractor.

(b) Concurrent with the return of all originals as set forth in paragraph (a), the Contractor must document to the EPA the return of all originals of all EPA-provided and EPA-Activity-Related Information (including but not limited to all records, files, and metadata in electronic or hardcopy format). The Contractor must document originals obtained while conducting activities in accordance with the contract with EPA; or distributed for any purpose by the Contractor to any other related organization and/or any other component or separate business entity; or received from the Contractor by any other related organization and/or any other component or separate business entity.

(c) The Contractor agrees to insert in each subcontract or consultant agreement placed hereunder, provisions which shall conform substantially to the language of this requirement, including this paragraph, unless otherwise authorized by the Contracting Officer.

Task C - Verified Secure Destruction of All EPA-Provided and EPA-Activity-Related Information

(a) Within 60 days after the end of the contract performance period or a time period approved by EPA, or after the contract is suspended or terminated by EPA for any reason, and after EPA has accepted and approved the Contractor's return of information, the Contractor must execute secure destruction (either by

PWS Addendum Cybersecurity Tasks Checklist

the Contractor or third-party firm approved in advance by EPA) of all existing active and archived originals and/or copies of all EPA-provided and EPA-activity-related files and information (including but not limited to all records, files, and metadata in electronic or hardcopy format). This information includes but is not limited to information obtained by the Contractor while conducting activities in accordance with the contract with EPA; or distributed for any purpose by the Contractor to any other related organization and/or any other component or separate business entity; or received from the Contractor by any other related organization and/or any other component or separate business entity. Destruction Methods shall be by procedures approved by EPA in advance in writing.

(b) Within 75 days after the end of the contract performance period or a time period approved by EPA, or after the contract is suspended or terminated by EPA for any reason, and after EPA has accepted and approved the Contractor's return of information, the Contractor must document to the EPA the secure destruction of all existing active and archived originals and/or copies of all EPA-provided and EPA-activity-related files and information, (including but not limited to all records, files, and metadata in electronic or hardcopy format). This information includes but is not limited to information obtained by the Contractor while conducting activities in accordance with the contract with EPA; or distributed for any purpose by the Contractor to any other related organization and/or any other component or separate business entity; or received from the Contractor by any other related organization and/or any other component or separate business entity. Destruction Methods shall be by procedures approved by EPA in advance in writing.

(c) The Contractor agrees to insert in each subcontract or consultant agreement placed hereunder, provisions which shall conform substantially to the language of this requirement, including this paragraph, unless otherwise authorized by the Contracting Officer.

Task D - Contractor Return of all EPA-Owned and Leased Computing and Information Storage Equipment

(a) Within 60 days (or a different time period approved by EPA) after the end of the contract performance period, the Contractor must return all EPA-owned and leased computing and information storage equipment to EPA.

(b) The Contractor agrees to insert in each subcontract or consultant agreement placed hereunder, provisions which shall conform substantially to the language of this requirement, including this paragraph, unless otherwise authorized by the Contracting Officer.

Task E - Authority to Operate (ATO) Suspension or Revocation

(a) *Definitions.*

(i) *Authority to Operate (ATO)* - Signed by the Agency chief information officer (CIO) or deputy CIO, ATOs are issued for all information systems that input, store, process, and/or output Government information. In order to be granted an ATO, all federal information systems must be compliant with National Institute of Standard and Technology (NIST) Special Publication (SP) 800-53, *Security and Privacy Controls for Federal Information Systems and Organizations*, and FIPS Publication 200, *Minimum Security Requirements for Federal Information and Information Systems*. Contractors whose internal information systems will process Sensitive Information incidental to Agency product or service development must meet requirements for NIST SP 800-171, *Protecting Controlled Unclassified Information in Nonfederal Information Systems and Organizations*, instead of NIST SP 800-53.